



PERSONAL PROPERTY

INDEX CODE: 1204
EFFECTIVE DATE: 12-01-13

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I. POLICY

In an effort to have continuity in the storage and disposal of personal property, it is imperative that the following procedures be followed. These procedures are for personal property of the defendant(s) for FED criminal cases. Personal property is only to be seized if absolutely necessary. Every effort will be made to return personal property to its owner.

II. GUIDELINES FOR AGENTS/INSPECTORS

Agents/Inspectors who seize personal property will:

1. List name (last name first) and full address of person that property was seized from (this must include a zip code).
2. List all evidence first and then any personal property on the property held form. Only property that has been seized by FED should be listed on the form. If any personal property is left in the confiscated vehicle, it should be included on the property sheet, noting the location of the property. Supervisory approval is required before leaving personal items in the vehicle.
3. All seized items must be boxed or bagged, including personal property.
4. The words "PERSONAL PROPERTY" must be marked clearly on the property tag.
5. The color of paper used to tag evidence/personal property will change every fiscal year, beginning July 1st.

III. PROCEDURES FOR PROPERTY MANAGER

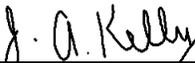
The property manager will:

1. Send a certified letter to the personal property owner(s) to advise them that property unclaimed for more than thirty (30) days after confiscation will be deemed abandoned and thus forfeited and destroyed. The property manager will retain a copy of the notification letter.
2. Obtain the approval of the Director or a designee before destroying or disposing of any unclaimed property.

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3. Forward any abandoned property (deemed to be of value) to the Comptroller's Office, Unclaimed Property Division.

IV. CANCELLATION: None.



Jeffrey A. Kelly, Director